

## Transition Year Admissions Policy and Procedures

In St Mary's Diocesan School, Transition Year is an option for all Third Year students. Limited teacher resources, the specific requirements of practical subjects and room availability limit its size. For the TY application process for the cohort of students for the 2021/22 academic year, the Board of Management have allocated 96 available places for TY.

### *Application Process*

- A meeting of Third Year parents is convened at which the concept of Transition Year is explained. During this meeting, the parents are informed of the format of Transition Year in St Mary's Diocesan School. The application and selection process is explained.
- All Third Year classes are provided with a similar presentation.
- To apply for a place in Transition Year
  - Students are required to submit a detailed application form on or before the deadline date. A Personal Statement must also accompany each application. This Personal Statement will outline some research into the Transition Year Programme. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.
- Applications from students who are not currently enrolled in the school will not be considered unless there are places available in the September starting that academic year.
- The application process for the TY cohort for the academic year 2021/22 will be completed online via forms and must be sent by Friday by 4pm March 2021.

### *Selection Process*

- The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principals and Year Head.
- The criteria to be taken into consideration in this selection process include:

|  |     |
|--|-----|
| Behaviour Record in First Year               | 50  |
| Behaviour Record in Second Year              | 50  |
| Behaviour Record in Third Year               | 50  |
| Overall Attendance from First to Second Year | 100 |
| Evidence of Research from Application Form   | 100 |
| Homework/Assignment Record                   | 100 |
| Age  | 50  |

- The criteria outlined above will determine if the student gains a place in TY.
- Students and parents will be informed in writing of the outcome of the Transition Year application process.
- Exceptional cases may be decided at the discretion of the Principal.

- Students who are offered the opportunity to progress directly into Fifth Year may choose to discuss the decision making process with the Transition Year Admissions Committee and / or School Management.

Please note that, in the event of there being more applicants for Transition Year than places available, places will be offered only to students for whom School Management believes the programme to be suitable as set out in the above criteria.

*The school reserves the right to remove a student from the Programme if there is non-engagement in the curriculum by students. This includes non-participation in the work experience programme, curricular and extra-curricular activities.*

**Ratified by BOM:** \_\_\_\_\_

**Next review date:** \_\_\_\_\_